

# Elentra Feature

## External Assessors

**Who:** Residents

**Why:** Residents often require EPA assessments to be completed by people outside of the Schulich community. Anyone who needs to complete an EPA assessment but is not in the Assessor drop-down list, can be sent an EPA assessment form by a resident. This includes physicians and allied health care workers.

**How:** After clicking **Trigger Assessment**, click on **Select Assessor** to search for your assessor.

If they do not appear in the drop-down list, you can add them in:

- 1) Click **Select Assessor** and select **External Assessor** at the bottom of the list.

### Assessment Tools

Select Assessor: Click here to select an assessor ▼

Select assessment method: Begin typing to search...

Filtering Items by Assessor

- Aaron Adkins
- Aaron Chandler
- Aaron Chang
- Aaron Kelley
- Aaron Lynch
- Aaron Norris
- Aaron Parker
- Abbey Arnott
- Abe Carrillo

Select Date of Encounter:  External Assessor

- 2) You will then be prompted to enter a name and email address, and then click **Add Assessor**.

Select Assessor: Click here to select an assessor ▼

External Assessor:

You can then complete the EPA assessment per usual. These assessments will expire and automatic email reminders will be sent in the same way as any other EPA assessment.